



Information for Council Election Candidates and Electors

Membership of Council

Council comprises up to 19 members in the following categories:

- [a] twelve external members;
- [b] the President and Principal (ex-officio);
- [c] the President of the Students' Union (ex-officio);
- [d] four academic staff members, elected by all current members of University staff;
- [e] one non-academic staff member, elected by all current members of University staff.

Meetings of Council

Council meets at least five times per academic year. The dates for 2023–24 are as follows:

- Thursday 05 October 2023 at 1600 hours.
- Thursday 23 November 2023 at 1600 hours.
- Thursday 28 March 2024 at 1600 hours.
- Thursday 16 May / Friday 17 May 2024 – Annual conference including Council meeting.
- Thursday 11 July 2024 at 1600 hours.

Meetings normally begin at 4:00pm and last up to three hours. Meetings are usually held at Mile End or Whitechapel, but occasionally at other Queen Mary campuses in London.

Events

An annual conference is held for Council and members of the Senior Executive Team at a location in central London each year. In 2023–24 this will be held on 16 and 17 May 2024.

Training and induction

All Council members receive a mandatory induction programme, which includes introductory meetings with key staff and other Council members, and briefing sessions on relevant topics and processes. Members receive a handbook and other key documents.

Remuneration

The role is not remunerated but members can claim reasonable expenses incurred in the conduct of Council business. This can include expenses for family caring responsibilities, depending on members' individual circumstances.

Staff considering standing for election to Council are encouraged to read the statement below which outlines the primary responsibilities of Council and its members, before completing the candidates' election statement. Prior to the ballot, candidates will have the opportunity for an informal conversation with a current member of Council to discuss the role and how to enhance their election statement.



Fit and Proper Persons Test

As a condition of the university's registration with the Office for Students, all candidates will be required to sign a declaration stating that they meet the criteria as a 'fit and proper person' and to disclose any information that may be relevant to the role of trustee in this context.

Statement of Primary Responsibilities and Membership of Council

The Primary Responsibilities of the Council are:

1. To approve the mission and strategic vision of the institution, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.
2. To establish the authority of the President and Principal, as chief executive, for the academic, corporate, financial, estate and personnel management of the institution.
3. To be the institution's legal authority and, as such, to ensure that systems are in place for meeting all the institution's legal obligations, including those arising from contracts and other legal commitments made.
4. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest.
5. To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the institution against the plans and approved key performance indicators.
6. To establish processes to monitor and evaluate the performance and effectiveness of the governing body itself.
7. To conduct its business in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.
8. To safeguard the good name and values of the institution.
9. To appoint the President and Principal who will be chief executive, and to put in place suitable arrangements for monitoring his/her performance.
10. To appoint a secretary to the governing body and to ensure that, if the person appointed has managerial responsibilities in the institution, there shall be an appropriate separation in the lines of accountability.
11. To be the employer of all staff in the institution and to ensure that there is a human resources strategy.
12. To be the principal financial and business authority of the institution, to ensure that proper accounts are kept, to approve the annual budget and financial statements, and to have overall responsibility for the institution's assets, property and estate.



13. To make such provision as it thinks fit for the general welfare of students, in consultation with Senate.
14. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the institution.
15. To ensure that the institution's constitution shall be followed at all times.